

# Training Strategic Level Working Group

## Adopter Subcommittee

### Meeting Notes

### June 23, 2004

<b>Meeting Date</b>	June 23, 2004 12:45-1:30 pm
<b>Attendees:</b>	<p><b>Chair:</b> Edith Zang PhD, Institute for Cancer Prevention</p> <p><b>Participants:</b>  Naveen Vinukanda MS, Institute for Cancer Prevention  Brian Pittman MS, Institute for Cancer Prevention  Edwin Quick, MMI, OHSU Cancer Institute  Mohamed Tika, Institute for Cancer Prevention  Vicki Liang MS, Institute for Cancer Prevention  Emily Chung MS, Institute for Cancer Prevention</p> <p><b>NCI:</b> Marsha Reichman, PhD, Lynette Grouse, Leslie Derr</p> <p><b>Booz Allen:</b> Cait Cusack, Anureet Deu</p>
<b>Agenda</b>	<ul style="list-style-type: none"> <li>• Open Meeting</li> <li>• Feed back on the revised Cancer Centers Training Standards Survey</li> <li>• Update on videoconferencing</li> <li>• Other Issues and Concerns</li> <li>• Confirm next meeting</li> </ul>
<b>1. Feedback on revised Cancer Centers Training Standards Survey</b>	<ul style="list-style-type: none"> <li>• Edith did not receive feedback from anyone</li> <li>• The first survey has gone out and a second survey may be created to address the deeper questions</li> <li>• There were only two centers that responded to the brief survey that went to the centers on what training templates and protocols exist. No centers responded in the negative-so low response rate. <ul style="list-style-type: none"> <li>○ Again felt that these materials likely do not exist</li> <li>○ If centers do not have protocols available then it was mentioned that the group should start looking at any training materials available at the centers, and key points extracted from them.</li> <li>○ The point was raised that the internet might be a better source to obtain these materials than reaching out to the cancer centers, for example CDNet and ZNET</li> </ul> </li> </ul>

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<b>2. Update on videoconferencing</b>	<ul style="list-style-type: none"> <li>• Update from Ed Quick on videoconferencing pilot <ul style="list-style-type: none"> <li>○ Most recent tests went smoothly except <ul style="list-style-type: none"> <li>▪ Some technical difficulties for IFCP seemingly related to software and XP issues</li> <li>▪ Some difficulty with version 5.0 and the Data Sharing piece, so down graded to 3.0</li> <li>▪ Looking to test with other sites to determine if similar problems exist. It was suggested that UPMC would make a good next test site</li> </ul> </li> <li>○ Iowa has better capability for Data and Application, OHSU has bigger capacity for video, thus the two were linked.</li> <li>○ John DeSocio is putting together what the minimums are needed for this videoconferencing by the centers</li> </ul> </li> </ul>
<b>3. Other issues or concerns</b>	<ul style="list-style-type: none"> <li>• The question was brought up whether outside vendors, mainly pharmaceutical companies, should be included. The strategic planning group has considered this issue and feels that involving outside vendors at this point in the project would be premature, but will certainly be considered seriously in the future</li> <li>• IFCP distributed a proposal for a white paper for a Training Strategy Document. IFCP volunteer to lead the effort for this. <ul style="list-style-type: none"> <li>○ Define the aims and goals of this group and begin to document</li> <li>○ Define the elements and processes of training</li> <li>○ This document could serve the foundation for a project plan</li> <li>○ IFCP could do the preliminary work and once contracts are signed portions could be assigned to the various centers to divide the work up</li> <li>○ The team agreed that more structured documentation is needed to determine processes and roles</li> <li>○ The team was asked to look over the outline sent out by IFCP and to submit comments</li> </ul> </li> <li>• Webcast feedback has been compiled and will be sent out to the group</li> <li>• Discussion around having an inventory of what tools are available today, what is being developed <ul style="list-style-type: none"> <li>○ As much information as is available today was previously sent out to the group</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ Current inventory is located on the caBIG website</li> </ul>			
<b>4. Confirm next meeting</b>	Next meeting is scheduled for July 7 at 12:45 ET			
<b>Action Items:</b>				
	<b>Name Responsible</b>	<b>Action Item</b>	<b>Date Due</b>	<b>Notes</b>
	Cait Cusack	Send Webcast feedback to adopter subcommittee		